

HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUMS
BOARD OF DIRECTORS MEETING

Meeting Minutes
November 17, 2020

I. Call to order

Treasurer Tamaria Raleigh called to order the regular meeting of the Hunters Square Board of Directors at 7:10 p.m. on November 17, 2020, via conference call on Zoom due to the Covid-19 quarantine.

II. Board Members Attending

Board Members: Suzanne Allen, Nancy Creel, Tamaria Raleigh, and Linda Dickson.
Burke Management Group: Brittany Turner and Joyce Mullins.
Residents and Guests: None.

III. Open Forum

No Open Forum held.

IV. Community Police Report

Michael Youlen submitted his report for October 20, 2020, to present, via email to the Board and Management on November 17, 2020.

V. Approval of the October 20, 2020, Minutes

The minutes of the October 20, 2020, Board meeting was reviewed previously by email. Motion to pass the October minutes was made by Tamaria and seconded by Suzanne. Motion is passed.

VI. Financial Report

Management and the Board reviewed the October 2020 financial report. The Association operating account balance is \$43,805.91, total investments are \$129,970.31. Total assets are \$214,966.97.

VII. Old Business

a) Maintenance/Repairs Update

- A L & L advised Management that watering was done on the new plantings at Niki Place.
- Management reviewed the property on October 19 for bulk item pick-ups. Management will continue to monitor.
- Turner made necessary repairs to lighting outages on Caspian Way.
- Management contacted the janitorial contractor for a specific cleaning in the hall at 9230 Caspian.
- Bryant's Power Washing completed the exterior cleaning of all seven buildings the week of November 2, 2020.
- A notice was posted in hallways in October to remind residents not to store bicycles and other riding toys on the common grounds.
- On November 1, Management received a call regarding safety issues with the exterior concrete, handrails and door. Turner performed the necessary repairs immediately.

- A tree located at 9340 Caspian Way that was rubbing against a unit window was trimmed by A L & L. Additional tree trimming by A L & L is pending.
- b) Proposed Budget for 2021 – Management drafted a proposed budget for 2021 at a 2% increase and at a 5% increase. After review and discussion, the Board opted for a 2% increase due to the increased costs of utilities. Nancy made a motion to accept the proposed budget for 2021 at a 2% increase which was seconded by Tamaria. The motion is passed. The proposed budget will be presented at the 2021 Annual Meeting for a vote.
- c) Newsletter – final draft was reviewed by email. The Board approved the final draft for distribution.

VIII. New Business

- a) Linda advised that she will be leaving the Board in January 2021 as she will be moving out of the area.
- b) Annual Meeting – due to the current Covid restrictions, Management advised that the Annual Meeting will be held virtually via Zoom. Notices and proxies will be mailed to owners as customary but attendance/quorum will be documented by the number of signed proxies submitted to Management for the meeting.

IX. Adjournment

Tamaria motioned to adjourn the meeting which was seconded by Linda. The meeting was adjourned at 8:00 p.m.

Minutes submitted by: Nancy Creel, Secretary

Minutes approved by: _____